

PURPOSE

To provide opportunities for students throughout Virginia to participate in and learn about the arts by working with high quality professional artists.

DESCRIPTION

This grant provides Virginia PreK-12 students and teachers opportunities to work with professional artists in a learning environment. This grant supports educational programs in the arts that enhance arts instruction in the school curriculum.

Please consult the Virginia Commission for the Arts [2014-2015 Guidelines for Funding](#) for eligibility and detailed information about the Artist in Education Program. For a copy of the [2014-2015 Guidelines for Funding](#) and application form, please visit www.arts.virginia.gov or call us at 804.225.3132.

NEW: In compliance with the Federal Funding Accountability and Compliance Act, effective with grants awarded in 2014-2015 non-profit organizations, government, and businesses must apply for and provide the Virginia Commission for the Arts a **Data Universal Numbering System** number (DUNS) with its application. Obtaining a DUNS number is a straightforward process and is free. To obtain a DUNS number go to Dun & Bradstreet website at www.dnb.com/get-a-duns-number

ELIGIBILITY

- The applicant must provide a **Data Universal Numbering System** number (DUNS)
- Virginia public elementary and secondary schools
- Virginia private, federally tax-exempt schools that meet the Basic Eligibility criteria of the Virginia Commission for the Arts, including compliance with the Civil Rights Act of 1964 and the Americans with Disabilities Act
- Virginia private and public universities
- Not-for-profit arts organizations which meet the Basic Eligibility criteria of the Virginia Commission for the Arts

ELIGIBLE ACTIVITIES

- Artist residencies

NOTE: The grant funds may be used for artist salaries, supplies, costs of program evaluation and curriculum development. The Commission will not fund the same activity for more than three years.

CRITERIA FOR EVALUATING REQUESTED FUNDING

- Clarity of the Program Description
- Evidence of Detailed Planning
- Qualifications of key staff and artist
- Impact of Investment

REQUIREMENTS

- **(NEW!) Data Universal Numbering System** number (DUNS)
- 12 copies of the Complete Application
- 12 copies of the Artist Resume and related work samples **if required** (See Question #13)
- 12 complete copies of Program Description (See Question #21)
- 1 each of the Required Attachments:
 - National Standards for Arts Information Exchange Form
 - Virginia Commission for the Arts Grant Conditions Agreement
 - Certification of Assurances Form
- (Not applicable to schools) Organizations must provide a letter from the Internal Revenue Service showing your organization's Federal Identification Number

AMOUNT OF ASSISTANCE

Applicants may request a maximum of \$10,000 and must provide at least a one-to-one cash match of the requested grant.

NOTE: All public school applicants must notify school division authorities about the request for matching funds.

APPLICATION REVIEW & PAYMENT PROCEDURE

Submit **12 copies** of the completed application and supporting materials to the Commission on or before **April 1, 2014**.

This is a receipt deadline, not a postmark deadline. The Commission does not accept application materials via fax or email. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with an explanation.

Applications are reviewed by a state-wide advisory panel and approved by the board of the Commission in June. Applicants are notified of Commission action by mail. The Commission will pay 85 percent of the grant amount by September 15, 2014. The final 15 percent will be paid within 30 days after the Commission receives and approves the final report for the fiscal year.

Final reports must be received by the Commission no later than June 1, 2015.

Commission grantees will be expected to comply with all policies as stated in the [2014-2015 Guidelines for Funding](#) under Basic Eligibility and the Artist in Education grant.

In signing the "Certification of Assurances", applicants are agreeing to comply with the conditions listed in the Guidelines.

If you have further questions regarding your organization's eligibility, contact the Commission staff:

Virginia Commission for the Arts

1001 East Broad Street, Suite 330

Richmond, VA 23219

Ph: 804-225-3132

Email: arts@arts.virginia.gov

www.arts.virginia.gov

Twelve (12) copies of the application (see checklist) must be received no later than 5:00 PM, April 1, 2014. The Virginia Commission for the Arts will not accept any application materials via fax or email. Original signatures are required on the Certification of Assurances and Grant Conditions form. For assistance or more information, contact the Commission office.

Mail application to:

Virginia Commission for the Arts
1001 East Broad Street, Suite 330
Richmond, VA 23219
804.225.3132 (Voice/TDD)
www.arts.virginia.gov

DIRECTIONS

Please type answers to all of the following sections on your own regular white paper following the numbered sequence. Identify your answers with both the number and heading of the section; e.g., "2. Applicant Organization Name". Use binder clips in the upper left hand corner of each copy of the application. Do not submit applications in spiral binders, plastic sleeves or folders.

1. Please type "2014-2015 Artist Residency" at the head of the page.

2. Name and title of person completing this application

3. Telephone Number of the person completing this application (including area code)

4. E-Mail Address of the person completing this application

5. (Lead Applicant) Organization Name

6. (Lead Applicant) Organization Address including city, state, zip

7. County or City

8. Federal Identification #

NOTE: Applications will not be processed if the correct 9-digit number is not provided. Contact the school division's business or finance office for assistance. Payments to public schools may be made via electronic transfer.

9. Data Universal Numbering System number (DUNS)

NOTE: In compliance with the Federal Funding Accountability and Compliance Act, effective with grants awarded in 2014-2015 non-profit organizations, government, and businesses must apply for and provide the Virginia Commission for the Arts a Data Universal Numbering System number (DUNS) with its application. The Commission will not be able to make awards to an entity (non-profit, government, or business) that does not have a DUNS number. Obtaining a DUNS number is a straightforward process and is free. To obtain a DUNS number go to Dun & Bradstreet website at www.dnb.com/get-a-duns-number

10. Name of proposed Residency Artist(s)

11. Email address(s) of proposed Residency Artist(s)

12. Arts Discipline(s) of Residency: (select all applicable disciplines)

Architecture	Crafts	Dance/Movement	Film/Digital/Video	Folk Arts
Music	Creative Writing	Theatre	Visual Art	Multi-Discipline

13. Is the artist from the Commission's current Artist Roster or Tour Directory? If No, attach an Artist resume and at least 5 samples of representative work from the artist in the proposed discipline. Artist work samples may be submitted on paper, CD or DVD, but as a reminder, 12 copies of the supporting materials must be included for the panel reviewers.

14. Grade Level(s)/Length of Residency Program

	Name of School:	Name of School:	Name of School:
	_____	_____	_____
a) Grade level(s)	_____	_____	_____
b) Hours per day for artist's work with students	_____	_____	_____
c) Total number of days at each school	_____	_____	_____

15. Name, Title and Brief Bio of the Residency Coordinator at each school or Site Coordinator at the Organization.

Please include, if applicable, the name and title of the Lead Teacher, Resource Teacher, Art Teacher, Principal and/or Parent Coordinator with a brief description of the individuals' qualifications and involvement with the proposed project.

16. If the lead applicant is a school, please describe (if any) the curriculum-based arts instruction currently provided by certified/endorsed arts specialist(s) in the school. Is the arts instruction delivered by certified/endorsed arts specialists/teachers?

17. Residency Participants (estimate the number of active residency participants in each category listed below):

- a) **Total Number of Core Group Participants** (group of students who will work with the artist each day)
- b) **Total Number of General Workshop Participants** (larger student groups)
- c) **Total Number of Teacher Workshop Participants**
- d) **Total Assembly/Exhibition/Reading Attendance** (public activity)

18. Estimated Cash Income (Revenue) for Residency Program:

- a) School and/or School Division \$ _____
- b) PTA/PTO/Other Parent Group \$ _____
- c) Local Arts Agency \$ _____
- d) Community Organization(s) \$ _____
- e) Other (specify) \$ _____
- f) Virginia Commission for the Arts Grant (pending approval) \$ _____
- TOTAL CASH INCOME** \$ _____

NOTE: Funds from other Virginia Commission for the Arts programs may not be used to match any portion of the residency income.

19. Estimated Cash Expenses for Artist Residency Program:

- a) Total salary (fee) for residency artist \$ _____
 (\$ ____ /day x ____ days x ____ schools)
- b) Materials/supplies for artist and workshop participants \$ _____
- c) Other expenses (specify) \$ _____
- TOTAL CASH EXPENSES** \$ _____

NOTE: Total Cash Income (#18) must equal Total Cash Expenses (#19). Applicants may request a maximum of \$10,000 (Virginia Commission for the Arts Grant) and must provide at least a one-to-one cash match of the requested grant.

20. Describe a specific contingency plan if partial funding is awarded. Could the proposal be scaled down or altered? If not, please explain why.

21. Residency Description

On no more than 3 pages total (12 point font), answer each question below. Make sure to label each answer clearly (for example: "a) Planning Process: ...").

- a) Planning process:** Why do you want to conduct the residency? How was the Artist selected? Who is on the planning team?
- b) Residency goals:** Describe specific goals of the residency. Do the goals reflect meeting a need?
- c) Participants:** Describe rationale and selection process of student participants and grade level.
- d) Learning objectives in the arts:** Describe the arts SOLs that each component of the residency will reinforce.
- e) Schedule:** Describe the schedule of each component of the residency.
- f) Residency preparation:** Describe how the core group of students will be prepared for the residency.
- g) Facilities:** Describe where the residency will take place.
- h) Student assessment:** Describe how student learning will be assessed.
- i) Residency evaluation:** Describe how you plan to evaluate the residency to determine if it was successful.
- j) Supplies:** Include a specific list and cost of supplies needed for the residency.

2014-2015 ARTIST IN EDUCATION GRANT ARTIST RESIDENCY CHECKLIST

(NEW!) Data Universal Numbering System number (DUNS)

12 copies of the Complete Application

12 copies of the Artist Resume and related work samples **if required** (See Question #13)

12 complete copies of Program Description (See Question #21)

1 each of the Required Attachments:

National Standards for Arts Information Exchange Form

Virginia Commission for the Arts Grant Conditions Agreement

Certification of Assurances Form

(Not applicable to schools) Organizations must provide a letter from the Internal Revenue Service showing your organization's Federal Identification Number

Any application not containing all of the items listed above in the order shown will be considered incomplete. Applicants with incomplete applications will be contacted by Commission staff and informed of the missing information and the deadline for submission. Incomplete applications will **not** be reviewed by a panel or acted upon by the Commission **unless** the applicant re-submits the completed application by the due date.

Keep a Copy of Your Application and All Attachments

CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2014-2015 FOR ART IN EDUCATION GRANTEES OF THE VIRGINIA COMMISSION FOR THE ARTS

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations. No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant.
- maintain accounting records which are supported by source documentation.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").
- Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and before **June 15, 2014** (A Final Report form is sent by the Commission with each grant award letter. These forms are also available on the Commission's website: www.arts.virginia.gov).
- Acknowledgment of the Commission and the National Endowment for the Arts must be made in all published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. Suggested language is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts." Logo are available from the Commission on our website or by request.

- This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with all grant conditions listed above. A duly authorized individual must also sign the final report form.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above;
- the undersigned further certifies that he / she has the legal authority to obligate the applicant organization.

Typed Name of Authorizing Official _____ Title _____

Signature of Authorizing Official _____ Date _____

Applicant Organization Name _____

Applicant/Organization Name: _____

FORM BCKFDR\8891
(Updated 12/20/01)

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE
RACIAL/ETHNICITY DATA COLLECTION FORM

Individual Applicants:

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian**
- B: Black/African American**
- H: Hispanic/Latino**
- N: American Indian/Alaskan Native**
- P: Native Hawaiian/Pacific Islander**
- W: White**

Organizational/Institutional Applicants

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian**
- B: 50% or more Black/African American**
- H: 50% or more Hispanic/Latino**
- N: 50% or more American Indian/Alaskan Native**
- P: 50% or more Native Hawaiian/Pacific Islander**
- W: 50% or more White**
- 99: No single group** listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

- A: Asian individuals**
- B: Black/African American individuals**
- H: Hispanic/Latino individuals**
- N: American Indian/Alaskan Native individuals**
- P: Native Hawaiian/Pacific Islander individuals**
- W: White individuals**
- 99: No single group**

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

This information will be used as part of a data collection project which documents state arts agency grant-making activities nationwide. This information will be used to determine national trends in grant-making and will not be considered during the grant-making process.